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C O N F I D E N T I A L

20 November 1964

MEMORANDUM FOR: Members of OS Career Service Board
Members of OS Competitive Evaluation
Panels

SUBJECT : Competitive Evaluation Panel Procedures

RECISSION : Memorandum dated 8 December 1958 for
Members of OS CSB and OS Competitive
Evaluation Panels from Director of Security,
Subject: Schedule for Competitive Evaluations
and Promotion Considerations

1. In the past, the OS Career Service has been unable to adhere to a firm timetable for promotion considerations at the GS-07 level and above. This has been due primarily to:

- a. Delay in receipt of Fitness Reports pertaining to OS personnel assigned to other components.
- b. Difficulty encountered in convening panels with all members present due to official TDY, leave, and priority projects.
- c. Heavy workload in March, April, and May in connection with furnishing administrative files for GS-12 and 13 Panels, which consider approximately 40% of all personnel in the Security Career Service.

2. In order to expedite promotion considerations and thus insure adherence to a fixed timetable, a revised schedule for competitive evaluation and promotion considerations has been established. Attached is a copy of the new schedule for your retention.

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GROUP 1


Excluded from automatic
downgrading and
declassification

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3. The chairmen of the various panels are responsible for scheduling panel meetings on a timely basis to insure completion of the ratings on or before the dates indicated in the attached schedule. In this connection, each chairman will designate the next ranking panel member to serve as chairman in the event of his absence. Also, in the event a regular member is unable to attend a scheduled meeting, the chairman will designate an alternate member for the particular meeting, so that it will not be necessary to postpone a meeting due to the absence of a regular member.

4. In the future, it will be the policy of the Security Career Service to rigidly adhere to the attached schedule so that Security careerists can be assured that promotion reviews for personnel at the GS-07 level and above will be held at regular periods during the year.


Howard J. Osborn
Director of Security

Attachment as Stated

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OFFICE OF SECURITY
SCHEDULE FOR COMPETITIVE EVALUATIONS & PROMOTION CONSIDERATIONS

Grades	Deadline for Fitness Reports	Competitive Evaluation Panel Consideration (Not later than dates below)	Processing Evaluations Thru CSBd for D/S Approval (Not later than dates below)	Promotion Consideration By Career Service Board (Not later than dates below)
GS-1 thru 5	Hqs - 30 April Fld - 31 May	Not Applicable	Not Applicable	Not Applicable
GS-6	Hqs - 31 July Fld - 31 August	Not Applicable	Not Applicable	Not Applicable
GS-7 thru 8	Hqs - 31 July Fld - 31 August	October	November	(1) December and (2) June
GS-9	Hqs - 31 October Fld - 30 November	January	February	(1) April and (2) October
GS-10 thru 11	Hqs - 31 October Fld - 30 November	February - March	April	(1) May and (2) November
GS-12	Hqs - 31 January Fld - 28 February	March - April	May	(1) June and (2) December
GS-13	Hqs - 31 January Fld - 28 February	April - May	June	(1) September and (2) March
GS-14	Hqs - 30 April Fld - 31 May	June - July	August	(1) October and (2) April

- (1) Regular annual consideration following annual fitness report and competitive evaluation.
(2) Special semi-annual consideration of deserving cases arising after annual consideration.

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